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AUTHOR Sears, Susan Jones; Gordon, Virginia
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ABSTRACT

This guide equips students with the knowledge, skills, attitudes, and behaviors needed to make effective educational and career decisions. Chapter 1 examines attitudes toward work and outlines the career choice process. A career- and life-planning checklist helps students set goals. Chapter 2 explores personal characteristics through self-assessment activities. Chapter 3 helps students identify, explore, and evaluate career options through exercises that narrow options to fields of interest and introduce information interviewing. Chapter 4 examines educational options and types of college curricula. A chart relates over 100 majors to interests and abilities. Chapter 5 discusses a model decision-making process as students examine their decision-making style and how it has affected their lives. Chapters 6-7 outline trends in the world of work and project how these might affect students' decisions. An examination of the psychological edge often identified with effective workers demonstrates how to acquire the knowledge and behavior associated with effectiveness. Chapters 8-9 encourage students to take specific action steps each academic year in preparation for the job search. Activities explore approaches to writing effective resumes and cover letters and the job interview. Chapter 10 offers three methods to summarize learning and accomplishments students have acquired during their career decision-making process. Appendixes contain Occupational Outlook Handbook table of contents, 31 references, and an index. (YLB)

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